

BIGFORK FIRE DISTRICT TRUSTEE
Meeting Minutes
September 27th, 2022
5:30pm

Trustees: Andrew Sliter-17:42, Seth Price, Gary Wilson, Robert Borges,

Absent Trustees: Dan Elwell

Guests: Chief-Jeremy Patton, Cindy Norred, Tom Pauley, Morgunn Ewing, Cameron Bradley, Alan Browne,

*Meeting was recorded

1. **CALL MEETING TO ORDER/PLEDGE OF ALLEGIANCE** at 17:40 pm
2. **GENERAL PUBLIC COMMENT*** There was no public comment
3. **CONSENT AGENDA**
 - A. Approval of Agenda as Presented
 - B. Approval of Purchase Orders: 8216
 - C. Approval of Meeting Minutes for August 30th, 2022, as Presented
 - D. Approval of Reconciliation of Financial Statements and Bills Paid as Presented
 - E. Approval of Letter of Resignation-LC
 - F. Approval of New Volunteer-JB
 - G. Approval 210.01-Uniform Policy
 - H. Approval 105.00-District Financial Procedures

A motion to accept the consent agenda A, B, C, D, E, F, G, H, Borges (1st) Wilson(2nd), no comments, all in favor, none opposed. *See green sheet for details of each line item.
4. **ITEMS FOR REPORT**
 - A. **Fire Chief's Report*** See attached report from Chief Patton
5. **UNFINISHED BUSINESS-ACTION ITEMS/DISCUSSION ITEMS**
 - A. **ThinkOne Update:** Patton explained received an update from ThinkOne with the modifications request from previous meeting as well as a tentative agreement with MDOT for emergency only access to MT Hwy 35. Present were rough prints of floor layout and exterior of building. *See attached.

6. **NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS:**

A. **Approval of Roofing Company from Bids Received.** Present were two bids for roof replacement. *See attached. Insurance has only given money for half the roof minus the depreciation. Also just received notice from another roofing contractor stating the same as the others for full roof replacement. All is being submitted to the insurance for a redetermination of claim. A motion to further investigate full replacement of roof based on hail damage with two contractors assuming full insurance coverage. Sliter (1st) Borges(2nd), no comments, all in favor, none opposed.

B. **Discussion/Approval of Purchase of Enclosed Trailer.** A used 2020 14 enclosed trailer was found by Seth Price. There is another possible option available in April 2023, for approximately \$4,000.00. Tom Pauley also has one available for \$6700.00. A motion to approve purchase of enclosed trailer specs to determined by the Chief and staff up to \$15,000.00. Sliter (1st) Borges (2nd), no comments, all in favor, none opposed.

C. **Approval of Obligating Document for Award- Grant-EMW-2022-SS-00078** Confirmation was received that Bigfork Fire was awarded the Homeland Security Grant request for a 50-kW backup power generator. A signature of acceptance on the Obligating Document is required to proceed with the grant. A motion to accept this grant, Borges (1st) Sliter (2nd), no comments, all in favor, none opposed.

7. **Convene into Closed Session Pursuant to MCA 2-3-203 (3):** Board did not go to close session.

8. **Reconvene into Open Session:** Board did not go to close session.

9. **GENERAL PUBLIC COMMENT*** There was no public comment.

10. **Motion to Adjourn:** at 18:31, Sliter (1st), Borges(2nd), no comments, all in favor, none opposed.

Minutes Approved: , Trustee

 Recorder

BIGFORK FIRE DISTRICT TRUSTEE

"GREEN SHEET"

September 27th, 2022

CONSENT AGENDA

- A. **Approval of Agenda as Presented**
- B. **Approval of Purchase Orders: None to approve**
- C. **Approval of Meeting Minutes for August 30th, 2022, as Presented**
- D. **Approval of Reconciliation of Financial Statements and Bills Paid as Presented**
- E. **Approval of Letter of Resignation**—Lisa Campbell submitted a letter of resignation. She had become less active with Bigfork Fire when she became Fire Chief of Ferndale Fire. She has since resigned her position.
- F. **Approval of New Volunteer**—Jessie Barreto lives in the Bigfork Fire District and has about 2 years of experience as an EMT. She is also interested in learning fire and would like to pursue a career in fire/EMS.
- G. **Approval 210.01-Uniform Policy**—Since the cost of structure boots and wildland boots have increased significantly over the past year or two, I am requesting the amount reimbursed to the employee be increased accordingly. The current amount reimbursed is \$150.00. I am requesting this amount be increased to \$200.00. Also, the annual clothing amount for Admin is \$75.00. I am requesting that this amount be increased to \$175.00.
- H. **Approval 105.00-District Financial Procedures**—Recently we changed the dollar amount required for a purchase order. I would like to change the language of the policy so that the Fire Chief does not have to create a purchase order that he/she would have to also authorize. This defeats the purpose of the purchase order and creates redundancy.

ITEMS FOR REPORT

- A. **Fire Chief's Report**

UNFINISHED BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. **ThinkOne Update** – We received an update from ThinkOne with the modifications requested from the previous meeting as well as a tentative agreement with MDOT for emergency only access to MT Hwy 35.

NEW BUSINESS-ACTION ITEMS/DISCUSSION ITEMS

- A. **Approval of Roofing Company from Bids Received**—So far, we have received 2 quotes to have the roof repaired/replaced. Both quotes are for full replacement. We are in the process of negotiating with the insurance company to cover the full roof replacement.
- B. **Discussion/Approval of Purchase of Enclosed Trailer**—A used 2020 14' enclosed trailer was found by Seth Price. There is another possible option available in April 2023, for approximately \$4,000.00
- C. **Approval of Obligor Document for Award- Grant-EMW-2022-SS-00078**—

BIGFORK FIRE DEPARTMENT

Originated by District Board / Jeremy Patten

SEP 27 2022

Chief JP Date 9/27/22
Trustee SCP Date 9/27/22

Confirmation was received that Bigfork Fire was awarded the Homeland Security Grant request for a 50-kW backup power generator. A signature of acceptance on the Obligor Document is required to proceed with the grant.